

STATE OF CONNECTICUT • COUNTY OF TOLLAND  
INCORPORATED 1786

# TOWN OF ELLINGTON

55 MAIN STREET • P. O. BOX 187  
ELLINGTON, CONNECTICUT 06029-0187

[www.ellington-ct.gov](http://www.ellington-ct.gov)

## **Ad Hoc Design Review Board Meeting Minutes**

Thursday, April 8, 2010  
7:00 PM – Conference Room  
Ellington Town Annex

**Members Present:** Janet Marshall, Gary Chaplin, Michele Beaulieu, Kevin Zahner and Robert Dawson

**Other Present:** Peter Williams

**1. Call to Order:** Chairman Bob Dawson called the meeting to order at 7:04.

**2. Citizens Forum/Public Comments:** None

### **3. New Business**

Design reviews

4 Nutmeg Drive #Z201003 – Peter Williams made notes of the review and will prepare in writing the board's recommendations for the Planning and Zoning Commission. (Attached)

117 Stafford Rd #Z201010 – Peter Williams made notes of the review and will prepare in writing the board's recommendations for the Planning and Zoning Commission. (Attached)

### **4. Approval of meeting minutes – November 12, 2009**

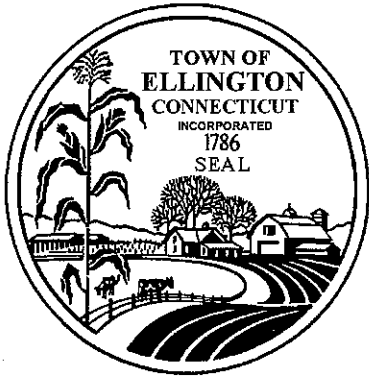
**Moved (Marshall) Seconded (Beaulieu) and passed unanimously to approve meeting minutes of September 2, 2009.**

### **5. Adjournment**

**MOVED (Beaulieu) SECONDED (Marshall) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING AT 7:58 PM OF THE AD HOC DESIGN REVIEW BOARD.**

Respectfully Submitted,

Peter Williams



## MEMORANDUM

**DATE:** April 16, 2010  
**TO:** Planning & Zoning Commission  
**FROM:** Peter Williams, Administrator  
Ad Hoc Design Review Board

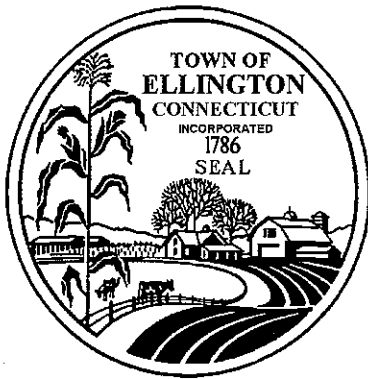
**SUBJECT:** Z201003 4 Nutmeg Drive – Special Permit for repairer’s license, sales, service and sign installation. Plans received site plan 1/11/10

On Thursday, April 8, 2009 the Ad Hoc Design Review Board did a review of the above referenced application.

The overall site design and building, as represented, appears to be compatible to the surrounding area. The Design Review Board:

**Recommends this applicant’s design be approved with the following suggestions :**

1. All building signage details need to be shown on drawing.
2. Locate H/C parking spaces.



## MEMORANDUM

**DATE:** April 16, 2010  
**TO:** Planning & Zoning Commission  
**FROM:** Peter Williams, Administrator  
Ad Hoc Design Review Board

**SUBJECT:** Z201010 Site Plan Modification

On Thursday, April 8, 2009 the Ad Hoc Design Review Board did a review of the above referenced application.

The overall site design and building, as represented, does not appear to be compatible to the surrounding area. The Design Review Board:

**Recommends this applicant's design *not* be approved for the following reasons:**

1. All building and LP gas signage details need to be shown on drawing.
2. Locate of new LP Tank should be located more in the rear of the site.
3. All parking should be located. Trucks, trailers for rent, employee parking etc.
4. All landscaping for the first completed phase be completed.
5. Site lighting should be on plans.
6. Temporary signage should be removed.
7. Lawns should be established in areas of future phases.